

# **PAC MEETING**

May 17, 2011

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Meeting Commenced at 7:05 p.m.

Call to Order during Hockey game in library.

## **INTRODUCTION**

Approval of Minutes from April 20, 2011

motion to approve – Motion brought by Rishma. Seconded by Siva. Carried.

## **PRINCIPAL'S REPORT**

Teacher's Wish List - Volleyball Equipment which is an estimate cost of \$900; CD player, approximate cost of \$200; LC Projection cost TBD; Blue Ray costs \$100; flat screens costs TBA.

June 24<sup>th</sup> the grade 7s to be dismissed at 11:00 to get ready for lunch and dance,. Lunch is from noon to 3:00. Parent tea is from 3:00 to 4:00.

Grade 7 Assembly June 28<sup>th</sup>. Last day of School June 29<sup>th</sup>. Students Dismissed at 10:00 after they receive their report cards.

Numbers for kindergarten is being finalized. An accurate number of students will be known the first week of June. New French immersion teacher – don't know who the teacher is yet. Current teacher is leaving on maternity leave. So far school count of students is 520.

## **JENNIFER MEZEI WENT OVER A NUMBER OF ITEMS (see attached document)**

Donations – Majority of parents prefer donations to fundraising. Follow what has happened in the past. Executive recommendations that parents give cheques right away or give a post dated cheque. If you do it February, no tax receipt will be issued.

Fundraising – recommending no product sales. Movie night, silent auction/carnival. Occasional presentations or community events. All the money PAC raises goes into general PAC. Motion to carry on with existing fundraising plan – Siva and Sandra seconding. All in favour – passed

We need to outline the purpose of the PAC, outline operating policies – Motion – Rhylin move. All in Favour

PAC Banking Accounts should be used for PAC activities only, rest of funds go through school. For example, when organizing photo night or book fairs, have cheques written directly to school rather than going through PAC account, although PAC can still help by preparing cheques for deposit – Motion to approve. Rhylin. Second Sandra

Special Interest Hot Lunches – allow special interest groups to run hot lunches, as long as they do all of the work and it's coordinated through the school, and does not interfere with existing hot lunch program. – Motion Rhylin. Seconded by ? Passed.

Lunch for volunteers. Hot lunch currently orders extra lunch to feed volunteers, whereas for other events volunteers do not get fed at all. Problems in the past with volunteers getting free tickets or free food, and it was being abused. Motion that volunteers can get fed at events if there is leftover food, but that food should not be ordered for the sole purpose of feeding volunteers. And attempts should be made to sell extras (for example sports day, hot lunch) before it is given away. Seconded by? Passed. Rhylin will include this policy in PAC operating policies to be drafted.

### **Committee Reports**

Fruit and Veggies Program - going well.

Popcorn Committee would like to add May 31, 2011 as a special fundraising for world hunger day. This needs to be approved by Wendell.

Traffic Safety – Swim party end of June

No other report from other Committees

Meeting adjourned.

## Survey Analysis Recommendations

For Discussion & Input at May 2011 PAC Meeting

### Recommendations for 2011-2012:

1. Donations
  - a. Recommendations:
    - i. Continue with Donation program at \$30/student
    - ii. Offer two payment dates: Sept and Feb.
      1. Any payments made in Feb will have a tax receipt for the **following** year
    - iii. Be very explicit that all money raised is divided and given to the teachers on a per student basis
    - iv. Include list of items that were purchased with these funds as examples
2. Fundraising:
  - a. Recommendations:
  - b. Only have Community fundraisers for the PAC, no product sales
  - c. Be very explicit that all monies raised through PAC events are used for General purposed that are voted on at General PAC meetings
  - d.
  - e. Funds are raised for extra-curricular and educational programs
3. Purposes of PAC:
  - a. This year, the executive feels that there was too much time spent dealing with non-PAC business
  - b. GOAL:
  - c. Recommendations:
    - i. Focus on PAC activities and events as per constitution
    - ii. All monies raised by PAC to be used for General purposes
    - iii. Don't take on decisions we have no authority or input into; Refer parents to appropriate bodies to address concerns
    - iv. Quebec Trip to be "school committee" for next year
    - v. Gr. 7 Grad to be a Joint Committee
    - vi. Committees should have one spokesperson to limit miscommunication (made very clear and reflected in minutes who spokesperson is representing)
    - vii. Applications and approvals should be in writing
    - viii. Make all policies, guidelines and the Constitution and bylaws available on the website for all parents by Augustave a clear procedure on how to change policy
    - ix. PAC executive implements and oversees PAC activities with consultation of the administration and the PAC membership

- x. Terms of reference for committee chairs and spokesperson

#### 4. PAC Banking Accounts

- a. Recommendation:
  - i. Only PAC committees should be using PAC bank accounts
  - ii. Set clear guidelines for executive and committees regarding
    - 1. Reporting of Financials
    - 2. Documentation and Controls
    - 3. Reimbursables

#### 5. Special Interest Hot Lunches

- a. Confusing who is sponsoring
- b. Over 50% of parents support SIG using Hot Lunch as a fundraiser
- c. Recommendations:
  - i. Send PAC hot lunches home on Separate forms before any non-PAC Hot Lunch forms
  - ii. Approve PAC HL now, and put PAC HL on the PAC magnet calendar
  - iii. SIG forms go out separately with name of fundraiser clearly stated on top
  - iv. Administration to oversee/approve SIG Hot Lunches
  - v. All Cheques for SIG groups will be written to the school